# **How to View Submitted Claims:**

The *Submitted Claims Page* contains claims or claim line(s) that you have successfully submitted. If you are managing multiple organizations in your account, submitted claims will be listed by selecting each organization in the dropdown list. If you have multiple organizations, you can switch organizations by using the drop down list. If you have multiple organizations but do not see one in the dropdown list, you can add an organization by using the *Manage Organizations* link on the left-hand navigation.



1. To view claims or claim lines that were successfully submitted, start by selecting the correct organization in the dropdown list:



To view submitted claims in a specific billing period, click *View* next to that billing period:
 Please Note: The *Items* column shows you at-a-glance how many claim lines were submitted for each billing period.

# SUBMITTED CLAIMS:

This page provides the ability to:

- · View previously submitted electronic claims; and
- · Print and save submitted claims.



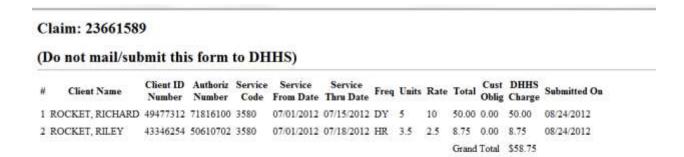
3. You will now be shown a list of claim lines that were successfully submitted. Claim lines will be organized into the corresponding Claim Number for the billing period. It is possible that you will see multiple Claim Numbers within a billing period. To view information for a Claim Number, click the bar that includes the Claim Number. Please Note: When viewing submitted claim lines, the claim line(s) can no longer be edited.



4. If you would like to print a copy of submitted claims for your own records, click on the **Printer Icon**. **Please Note:** Do not mail or submit the printed page to DHHS, it is only for your records and information.



Here is an example of the printable version of submitted claims:



# **How to View EOPs (Explanation of Payments):**

The *EOPs (Explanations of Payments) Page* contains Explanation of Payments that have been generated for your organization. If you are managing multiple organizations in your account, EOPs will be listed by selecting each organization in the dropdown list. If you have multiple organizations, you can switch organizations by using the drop down list. If you have multiple organizations but do not see one in the dropdown list, you can add an organization by using the *Manage Organizations* link on the left-hand navigation.



1. To view EOPs that were generated for your organization, start by selecting the correct organization in the dropdown list:



2. To view an EOP, simply click the **View** button next to the EOP you wish to see. The document will open in a new window. *Please Note: Explanation of Payment documents are PDF documents and you must have Adobe Reader installed on your machine to view, save, or print the EOP.* 

# EOPS (EXPLANATION OF PAYMENTS) This page provides the ability to: • View EOPs (Explanation of Payments) generated for paid claims; and • Print and save EOPs. Please note: To view and save EOPs, you must have Adobe Reader. This can be downloaded at: http://get.adobe.com/reader/ EOPs For Organization: BRIGHT EYES ■ IssueDate EOP type Payment Number 03/15/2012 PAYMENT (ACH)

Here is an example of the PDF version of an EOP:

### DEPARTMENT OF HEALTH AND HUMAN SERVICES

FINANCE & SUPPORT - FINANCIAL SERVICES

WARRANT # (DIRECT DEPOSIT/EFT #): 646150001

ISSUE DATE: 03-15-2012 PAYMENT AMOUNT: \$2962.44

### EXPLANATION OF PAYMENTS TO PAYEE:

BRIGHT EYES 1058 G AVE STE 2 GERING NE 69341

OWNER: BRIGHT EYES

### A. ORIGINAL CLAIMS PROCESSED

## CLAIM # 01184588 PROVIDER # 12035368 BRIGHT EYES

Line: 0001 Vr: 0001 Customer Name: PARKER, PAULA
Srv Auth: 92443311 Srv Cd: 9946 Service: PRESCHOOL CARE
Total Chrg: 7.00 Red Amt: 0.00 Cust Oblig: 0.00 FICA: 0.00

Line Approved Amount: 5.04

Line: 0002 Vr: 0001 Customer Name: PARKER, PAULA
Srv Auth: 92443311 Srv Cd: 9946 Service: PRESCHOOL CARE
Total Chrg: 600.00 Red Amt: 0.00 Cust Oblig: 0.00 FICA: 0.00

Line Approved Amount: 432.00

Line: 0003 Vr: 0001 Customer Name: PARKER, PENNY Srv Auth: 29574385 Srv Cd: 6679 Service: TODDLER CARE

Total Chres 14 00 Ped Amts 0.00 Cust Obligs 0.00 EICAs 0.00

Dates of Service: 02-01-2012/02-29-201: Freq: HR Units: 2.00 Rate: 3.500 BckUp Wh: 1.96 Prev Pd Amt: 0.00

Dates of Service: 02-01-2012/02-29-201: Freq: DY Units: 24.00 Rate: 25.00 BckUp Wh: 168.00 Prev Pd Amt: 0.00